WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
Bureau of Workforce Programs

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

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SUBJECT: **NEW PROVIDER RATE SCREEN (CCRA) AND RESTRICTED AGES SCREEN (CCRS)**

CROSS REFERENCE: *Child Day Care Manual*

EFFECTIVE DATE: The new screens will become available on October 22, 2001.

PURPOSE

This memo provides information on:

1. Use of new screens CCRA, CCIR and CCRS.
2. Conversion from CCRP and CCAS to the new screens CCRA, CCIR and CCRS.
3. Impact on authorizations.
4. Timeline to enter provider rates.

BACKGROUND

Providers and local agencies have contacted the Office of Child Care and indicated that, in certain circumstances, the subsidy payment to providers is higher than the price the provider charges to private pay families. This situation occurs because we only collect the provider's highest fulltime rate for two age groups; under two years and two years and older. This means that we could be paying a five year old child at a two year old rate, even when the provider charges less to provide care to that five year old child. Therefore, in an effort to authorize at a rate that more closely reflects the market rate, we are going to collect the actual fulltime rates for licensed providers.

SCREEN CCRA (PROVIDER - RATES AND AGES SERVED)

Screen CCRA will replace screens CCRP and CCAS for licensed provider locations including the following categories (LGRP, LFAM, PSCH and CSAP) effective October 22, 2001. The new screen CCRA will allow rates to be entered for each age group the provider serves and has rates. The provider's fulltime rate for each age group is to be entered on CCRA. CCRA will display rates by effective dates, similar to CCRP. The driver flow will now invoke CCRA for licensed provider locations.

The parameters to CCRA are the same as they were for CCRP, except that "U" for Update and "H" for History are no longer used.

The parameters for CCRA are: **provider number/location/(category)/(category effective date)/(rate effective date)**

The parameters allow users to access specific rate information by date. For example, CCRA will default to the rates that are current as of the date they are viewed.

To view rates with an effective begin date that lies in the future, you must enter the rate effective date in the parameters.

Another example of using parameters would be if the provider location has changed from one licensed category to another category, the effective rates for one particular category can be accessed.

```
CCRA                       PROVIDER - RATES AND AGES SERVED              10/05/01 15:20
 PROVIDER NUM: 6800036206                                      XCT103 R BRUEGGEMAN
 PROVIDER NAME:  PACKER DAY CARE
 PROVIDER CATEGORY:  LGRP  LICENSED GROUP
 CATEGORY BEGIN DATE:  01 02 2000        CATEGORY END DT:

 LOCATION:  001 PACKER DAY CARE
 ADDRESS:  6102   FAVRE

        FOND DU LAC WI 34543
 EFFECTIVE DATE: 09 23 2001
 DEL  FROM-AGE    TO-AGE     EFFECTIVE    EFFECTIVE    WKLY     LAST UPDATED    WORKER
 CD  (YRS MOS)   (YRS MOS)  BEGIN-DATE   END-DATE     RATE                       ID

 __    00   01    01   05    09 23 2001   __ __ ____    160.00    09 24 2001     XCT103
 __    01   06    02   11    09 23 2001   __ __ ____    150.00    09 24 2001     XCT103
 __    03   00    05   11    09 23 2001   __ __ ____    145.00    09 24 2001     XCT103
 __    06   00    12   11    09 23 2001   __ __ ____    100.00    09 24 2001     XCT103




 PFKEYS: 05=ADD  13=CCPD  14=CCQP  18=CCMC  19=CCPU
 NEXT TRAN: ____     PARMS: 6800036206/001/LGRP/010200/092301_____ MORE...
```

ADDING, MODIFYING OR DELETING RATES/AGES SERVED

The process for adding new rates for CCRA is the same as it was for CCRP, except that the "U" for Update is no longer used in the parameters in order to update rates. When adding new rates to CCRA, tran to CCRA with the provider number/location. Once on CCRA, press [PF5] to refresh the screen and enter the new rates. Rate effective begin dates must begin on a Sunday and rate effective end dates must end on a Saturday.

Tips for entering new Rates/Ages Served:

1. Do not enter the rate effective end date before entering the new rate. There is now an edit message on CCRA that does not allow the current rate effective date to be ended if authorizations exist past that date.   The new edit is: AUC - OPEN AUTHORIZATIONS EXIST - CAN NOT BE CHANGED.

2. New rates cannot be added with an effective begin date that is past the previous Sunday when there are authorizations that exist for this provider location that span the date the current rates end and the new rate begins.

> **Example:** The current date is October 24, 2001. Authorizations are in place for a provider from August 5, 2001. The provider changed their rates effective October 7, 2001, but you just now received this nformation. The earliest effective date that can be used to enter the rates is October 21, 2001. You would not be able to enter the new rates with an effective date of October 7, 2001, because, there are authorizations that span that date. If there were not authorizations that spanned that date, you would be able to enter the new rates with the effective date of October 7, 2001.

Tips for modifying and deleting Rates/Ages Served:

1. The "TO-AGE" can only be reduced if there are no authorizations for that age group.

2. The rate effective end date can be backdated from the original end date only if there are no authorizations for that period of time.

3. Rates can only be deleted if there are no authorizations for the rate effective period.

ENTERING THE "FROM-AGE" AND "TO-AGE"

Note that the "FROM-AGE" and "TO-AGE" fields are completed differently on CCRA and CCRS than they were on CCAS. In the example in the screen print for CCRA, the provider's rates/ages served are the following:

        6 weeks - 1½ years
        1½ years - 3 years
        3 years   - 6 years
        6 years   - 13 years

In the past, the From/To Ages **would have been entered** as:

FROM-AGE		TO-AGE	
(YR)	(MOS)	(YR)	(MOS)
00	01	01	06
01	07	02	12
03	00	05	12
06	00	12	12

CCPS reads 02 12 and 03 00 as the same age - 3 years old. CCPS cannot allow two different rates for the same age. Therefore, there needed to be a change in method used to enter the From/To Ages. The age groups shown above must now be entered as:

FROM-AGE		TO-AGE	
(YR)	(MOS)	(YR)	(MOS)
00	01	01	05
01	06	02	11
03	00	05	11
06	00	12	11

Even though it appears that the rate for 1 month to 1½ years will only pay at that rate until 1 year 5 months, the rate will be paid until the Saturday after the child is 1½ years old. The new rate for 1½ years to 3 years will begin the Sunday after the child becomes 1½ years old.

SCREEN CCIR (PROVIDER - QUERY RATES AND AGES SERVED)

Screen CCIR is a query screen that will list all current and history rows for rates and ages served for all licensed provider locations. The difference between CCRA and CCIR is that CCIR will show rates and ages served that have been entered and deleted. CCIR will be particularly helpful when trying to determine how authorizations were calculated with a rate that does not appear on CCRA.

For example, a rate was entered on CCRA and an authorization was entered to that provider location. A couple of days later the worker determines the rate entered was incorrect. The authorization can be deleted as payment had not yet been made for that authorization. The rate can then be deleted as there are no authorizations using that rate. An authorization notice will be sent saying the authorization was invalidated. The new rate and authorization are enter-ed and a new authorization notice sent. The provider calls and asks why the amount is different between the current and deleted authorizations. CCRA will show the current rate. CCIR will show the current rate and the rate that was deleted.

```
CCIR                    PROVIDER-QUERY RATES AND AGES SERVED            10/08/01  11:21
 PROVIDER NUM: 6800036206                                    XCT103 R BRUEGGEMAN
 PROVIDER NAME:  PACKER DAY CARE
 PROVIDER CATEGORY:  LGRP  LICENSED GROUP
 CATEGORY BEGIN DATE: 01 02 2000      CATEGORY END DATE:
 LOCATION:  001 PACKER DAY CARE
 ADDRESS:  6102  FAVRE

        FOND DU LAC WI 34543

 EFFECTIVE ON : 09-23-2001
 DC    FROM-AGE   TO-AGE      EFFECTIVE    EFFECTIVE     WKLY     LAST UPDATE     WORKER
       YY   MM    YY   MM     BEGIN DATE   END DATE      RATE                     ID

       00   01    01   05     09-23-2001                 160.00   09-24-2001      XCT103
       01   06    02   11     09-23-2001                 150.00   09-24-2001      XCT103
       03   00    05   11     09-23-2001                 145.00   09-24-2001      XCT103
       06   00    12   11     09-23-2001                 100.00   09-24-2001      XCT103
       00   00    01   11     04-29-2001   09-22-2001    160.00   09-24-2001      XCT103
       00   00    01   11     04-29-2001                 160.00   09-21-2001      XCT103
 OT    00   00    02   00     04-29-2001                 160.00   09-21-2001      XCT103

 PF KEYS: 13=CCPD  14=CCQP  15=CCRA
 NEXT TRAN: ____ PARMS: 6800036206/001_____ MORE...
```

CCIR shows each row that was ever entered for CCAS, CCRP and CCRA. The information is shown by the "EFFECTIVE ON" date. The parameters for CCIR are: provider number/location/(category)/(category begin date)/(effective on date)

SCREEN CCRS (PROVIDER - RESTRICTIONS ON AGES SERVED)

Screen CCRS displays ages that cannot be served by certified provider locations. Access to CCRS works similarly to CCPA and CCRO. The first time CCRS can be accessed is through CCMC. The question "RESTRICTIONS ON AGES SERVED (Y/N)" has been added to CCMC. The switch can only be changed to a "Y" for the following provider categories: REGC, PROC, IHRC and IHPC. When the switch has been changed to a "Y" and enter is pressed, the worker will be driven to screen CCRS.

The worker will enter the ages that the certified provider is restricted from providing care, according to the certifier. The From/To Ages must be entered as explained in the "Entering the FROM-AGE and TO-AGE" section above.

Once the age restrictions have been entered, CCRS can be tranned to directly using these parameters: **provider number/location/(category)/(category begin date)/(age restriction effective date)**.

Restrictions cannot be added or modified when there are existing authorizations. Pressing PF5 allows the screen to be refreshed in order to add new restrictions. History can be viewed on CCRS by tranning with age restriction effective dates in the parameter. History of ages served entered prior to October 19, 2001, can be viewed on CCAQ.

Here is a screen print of CCMC showing the new switch:

```
CCMC                      MAINTAIN PROVIDER CATEGORY                10/08/01 12:20
                                                                   XCT103 R BRUEGGEMAN
 PROVIDER NUMBER: 2800036712
 PROVIDER NAME: BETTY JAMESON

 LOCATION: 001 BETTY JAMESON
 ADDRESS : 4543  OAK

       FOND DU LAC WI 45434

 DC: __   CATEGORY : PROC PROVISIONAL CERTIFIED
          STATUS   : APP  APPROVED

       CATEGORY BEGIN DATE : 09 09 2001       ACCREDITATION INFORMATION (Y/N):   N
       CATEGORY END DATE   : 01 25 2003       RELATIVES ONLY INFORMATION (Y/N):  N
                                              RESTRICTIONS ON AGES SERVED(Y/N): Y

       LAST UPDATED : 09 24 2001      WORKER ID : XCT103



 PFKEYS:05=NEW CATG 13=CCPD 16=CCRS 17=CCRA 19=CCPU 21=CCPA 22=CCRO 23=CCCQ
 NEXT TRAN: ____    PARMS: 2800036712/001_____
```

Here is a screen print of CCRS:

```
CCRS                  PROVIDER - RESTRICTIONS ON AGES SERVED        10/08/01 12:27
 PROVIDER NUMBER: 2800036712                            XCT103 R BRUEGGEMAN
 PROVIDER NAME:  BETTY   JAMESON
 PROVIDER CATEGORY:  PROC  PROVISIONAL CERTIFIED
 CATEGORY BEGIN DATE: 09 09 2001      CATEGORY END DT: 01 25 2003

 LOCATION: 001 BETTY JAMESON
 ADDRESS: 4543  OAK

       FOND DU LAC WI 45434

DEL    FROM-AGE     TO-AGE     RESTRICTION     RESTRICTION   LAST UPDATED   WORKER
CD    (YRS  MOS)  (YRS MOS)   BEGIN-DATE       END-DATE                       ID
__      00    00    00   11    09 09 2001      01 25 2003     09 24 2001     XCT103
```

Note: CCRS may be used more often now due to the new requirement that a provider complete SIDS Prevention training prior to caring for children under one year of age. The example above shows a provider location that can not provide care to children under one year of age.

CONVERSION TO NEW SCREENS CCRA, CCIR AND CCAS

The existing ages served and rates for licensed provider locations will be merged onto CCRA and CCIR. However, local agencies must enter the provider's rates by close of business January 11, 2002 or all authorizations will end effective January 26, 2002. Even if the providers rates are for the age groups of under 2 years and 2 years and older, the rates must be updated.

The conversion to CCRA/CCIR will appear as:

Existing Ages Served on CCAS:

Age Group	Effective Begin Dates	Effective End Dates
0 – 12	1-4-98	(High Dates)

Existing Rates on CCRP:

Age Group	Effective *Begin* Dates	Effective *End* Dates	Rates
0 – 2	1-4-98	10-1-98	110.00
2 – 12	1-4-98	10-1-98	100.00
0 – 2	10-2-98	12-31-99	125.00
2 – 12	10-2-98	12-31-99	105.00

CCRA/CCIR after Conversion:

Age Group	Effective *Begin* Dates	Effective *End* Dates	Rates
0 – 2	1-4-98	10-1-98	110.00
2 – 12	1-4-98	10-1-98	100.00
0 – 2	10-2-98	12-31-99	125.00
2 –12	10-2-98	12-31-99	105.00

Currently ages served by providers are entered on CCAS. After October 19, 2001, only age restrictions for certified provider locations will be entered on CCRS. Existing information about ages served will be converted to age restrictions. For example:

Certified Category Effective Period: 1-4-99 to 1-4-02 (Thursday)

Existing Ages Served on CCAS:

Age Group	Effective Begin Dates	Effective End Dates
0 – 12	1-3-99	10-7-01

CCRS after Conversion:

Age Group	Effective Begin Dates	Effective End Dates
0 – 12	10-8-01	1-6-02

IMPACT ON AUTHORIZATIONS

When an authorization to a licensed provider spans more than one Rate/Ages Served category, CCPS will split the authorizations if there are Rate/Ages Served for the complete span of the authorization period. If there are no Rates/Ages Served available for the complete span of the authorization period, an error message will be displayed. When authorizing to a certified provider, CCPS will check for any age restrictions on CCRS and either authorize or give an error message.

Previously, when the authorization period spanned the child's second birthday, CCPS would not allow the worker to enter the authorization for the entire period. The worker had to enter one authorization that ended the Saturday after the child turned two years and enter a second authorization beginning the following Sunday.

When new rates are entered on CCRA, CCPS will populate the effective end date for the previous rates. Authorizations that exist to that provider location are recalculated during the Saturday CCS cycle and mailed the following Monday.

When a date of birth has been changed on ANID, the authorization for the child will be recalculated during the CCS cycle. If there is no Rate/Ages Served for the age of the child, the authorization will be ended or deleted (if it is a future authorization). If the date of birth is changed on ANID so that the child is 13 years or older and the authorization is not indicated as special needs on CCAC or if the child is 19 years or older, the authorization will be ended.

When authorizing to special needs children 13 years or older, CCPS will not check for Rates/Ages Served for licensed providers. The local agency must manually calculate the authorized amount to be entered on CCAC as described in the Day Care Manual in Chapter 3, section 2.5.0 Worksheet Calculations.

TIMELINE TO ENTER RATES ON CCRA

Although there will be a conversion of current rates from CCRP to CCRA, rates must be entered on CCRA for all licensed provider locations. The current rates on CCRP are for two age group categories (under 2 years, and 2 years and older). The goal with CCRA is to enter the full-time rates for each age group established by the provider.

OCC has established January 12, 2002, as the deadline where the providers' rates must be completed on CCRA or the authorizations will be ended with 10 day notice.
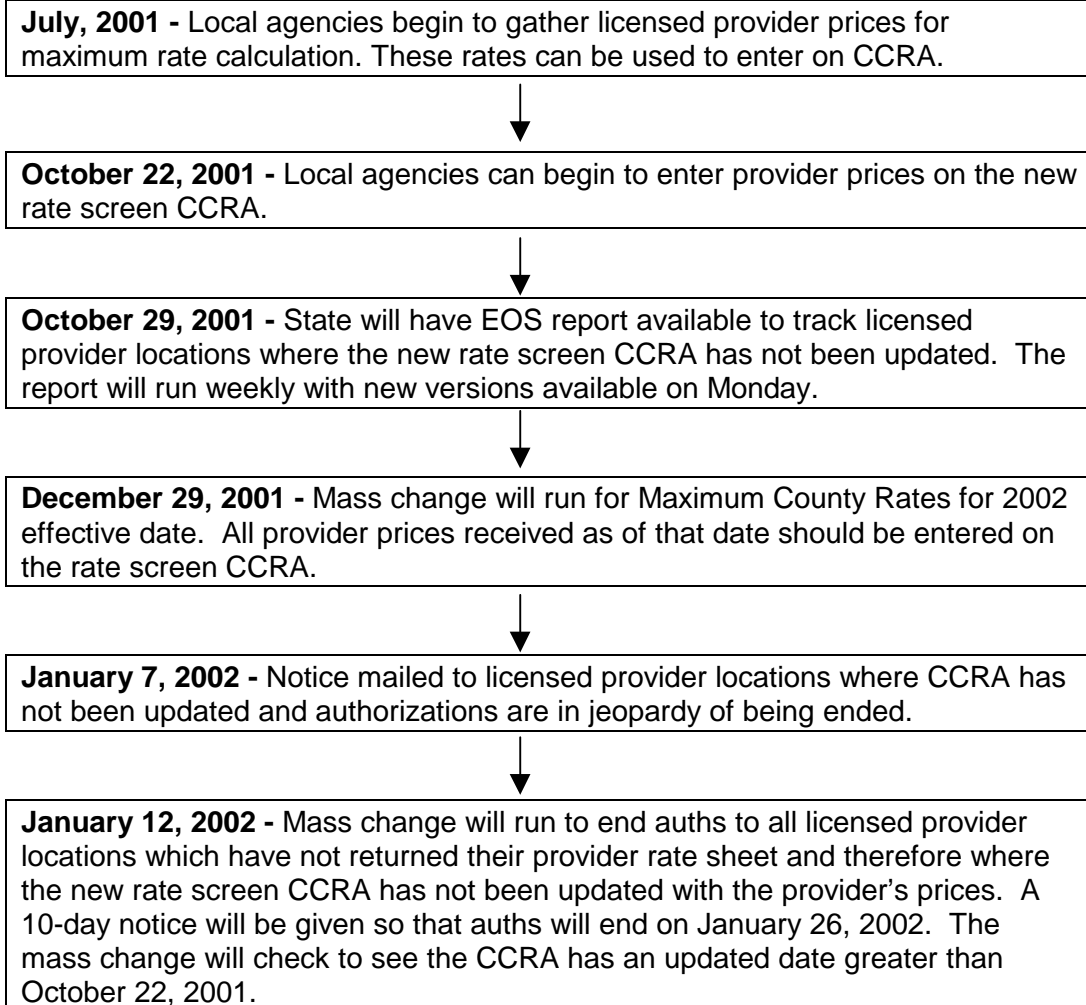
An EOS report will be available beginning October 29, 2001, that displays each licensed provider location where rates on CCRA have not been updated. The report will be updated and available each Monday thereafter. The EOS report name is Child Care Licensed Providers Without Current Rate (CC LIC PRVDRS W/O CURR RATE) and the report number is CC68.

The report will be sorted by county name, provider number and provider location. The report will contain the following information: county name, provider business/individual name, provider number/location, provider location name, provider location address on CCPD, contact name and phone number.

A special notice will be sent to all licensed provider locations for which CCRA has not been updated on January 7, 2002, reminding them to submit their rates to the child care coordinator prior to January 11, 2002, in order to ensure that authorizations are not ended.

A mass change will run on January 12, 2002, ending all authorizations with 10-day notice where the rates on CCRA do not have an effective date of at least October 22, 2001.

TIMELINE FOR ENTERING CCRA DATA

> **July, 2001 -** Local agencies begin to gather licensed provider prices for maximum rate calculation. These rates can be used to enter on CCRA.

> **October 22, 2001 -** Local agencies can begin to enter provider prices on the new rate screen CCRA.

> **October 29, 2001 -** State will have EOS report available to track licensed provider locations where the new rate screen CCRA has not been updated. The report will run weekly with new versions available on Monday.

> **December 29, 2001 -** Mass change will run for Maximum County Rates for 2002 effective date. All provider prices received as of that date should be entered on the rate screen CCRA.

> **January 7, 2002 -** Notice mailed to licensed provider locations where CCRA has not been updated and authorizations are in jeopardy of being ended.

> **January 12, 2002 -** Mass change will run to end auths to all licensed provider locations which have not returned their provider rate sheet and therefore where the new rate screen CCRA has not been updated with the provider's prices. A 10-day notice will be given so that auths will end on January 26, 2002. The mass change will check to see the CCRA has an updated date greater than October 22, 2001.

CONTACT

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  Note: Email contacts are preferred. Thank you.